

Los Alamos

NATIONAL LABORATORY

memorandum

FACILITIES, SECURITY and SAFEGUARDS
FSS-15, PERSONNEL and INFORMATION SECURITY

To/MS: Master Management & Administrative Support
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**SUBJECT: PROCEDURES FOR USING LABORATORY FORM 917 TO
REQUEST A DOE STANDARD BADGE**

A DOE standard badge can only be issued to an individual if Laboratory Form 917 (*DOE Standard Badge Request*) is properly completed and on file with the Badge Office. A careful review of the purpose for using this form has led the Badge Office to make a number of changes, the net effect of which is a tightening up of procedures that will support better management of this activity. *The Badge Office urges all Groups, Programs, and other organizational units that use Form 917 to consult the Web page*

<http://www.lanl.gov/fss/fss-15/htmls/restricted/pavc/proced1.html>

for a detailed review of all procedural requirements. (This page can also be navigated from the Badge Office home page, **<http://badge.lanl.gov>**, by selecting **Procedures**, and then **To Receive a LANL-Issued DOE Standard Badge**.)

There are two principal purposes for using Form 917:

1. Provide accountability and verification that an individual needs to be issued a DOE Standard Badge;
2. Ensure that a clearance, once granted is still needed.

The Badge Office therefore hopes that the Laboratory community will accept the requirements listed on the Web page cited above as appropriate.

Two significant changes are highlighted in this memorandum and become effective with its issuance:

1. Any increase in clearance level, including L to Q, now requires this form to be submitted; this is a change from past practice, in which Form 917 did not need to be submitted when going from L to Q;
2. If the individual to be badged does not appear at the Badge Office within 30 calendar days from the date on Form 917, the form will be considered invalid and will be destroyed; a new form will need to be submitted to badge the individual.

All the requirements for proper use of the form will appear on the form itself in the near future.

If there are any questions, please contact the Badge Office at badge@lanl.gov or 7-6901. Also consult the Badge Office Web site, **<http://badge.lanl.gov>**, for other useful information about all aspects of badging.